

Headquarters
Department of the Army
Washington, DC
16 December 1991

DA Memo 690-6

Civilian Personnel

Delegation of Authority for Civilian Personnel and Equal Employment Opportunity Programs

Applicability. This memorandum applies to Headquarters, Department of the Army agencies only.

1. Supersession

This memorandum supersedes previous delegations of authority contained in CSR 690-250, 11 May 1982, as well as letters from Chief of Staff, Army to Commander, U.S. Army Military District of Washington, subject: Responsibility for Civilian Personnel Administration for the Army Staff, 13 June 1973, and subject: Responsibility for Equal Employment Opportunity Program for the Army Staff, 14 June 1973.

2. Purpose

This memorandum prescribes policies and delegates authority for the operation and management of civilian personnel and equal employment opportunity programs for Headquarters, Department of the Army (HQDA) and its subordinate activities.

3. Reference

AR 10-20, Organization and Functions - Civilian Personnel Administration, is a related publication.

4. Explanation of abbreviations

- a. DOD ----- Department of Defense
- b. EEO ----- equal employment opportunity
- c. FOA ----- field operating agency
- d. HQDA ----- Headquarters, Department of the Army
- e. NCR ----- National Capital Region
- f. P&ES-W ----- Personnel and Employment Service-
Washington

5. Policies

AR 10-20 provides for delegation of authority for civilian personnel actions and civilian personnel programs to the Administrative Assistant to the Secretary of the Army for all departmental and field elements of the Office of the Secretary of the Army and Joint and Department of Defense (DOD) activities serviced, and to the Chief of Staff, Army for all elements of the Army General and Special Staff agencies at HQDA and their field operating agencies (FOAs). Within these elements, this authority will be administered as follows.

a. Unless directed otherwise, the heads of elements reporting directly to the Secretary of the Army or the Chief of Staff are delegated authority to manage employees of their organizations, including FOAs under their control. Subordinate supervisors directly responsible for the work of employees normally will exercise this authority.

b. The Director, Personnel and Employment Service-Washington (P&ES-W) is designated to act for the Administrative Assistant and the Chief of Staff in executing civilian personnel management authorities for HQDA agencies, FOAs within the National Capital Region (NCR), and Joint and DOD activities serviced. In like manner, the Director, Equal Employment Opportunity (EEO), Office of the Administrative Assistant, is designated to act for the Administrative Assistant and the Chief of Staff in the administration of the equal employment opportunity program for those same organizations. Additionally, the Director, P&ES-W, and the Director, EEO, are delegated the authority to authenticate cross-servicing arrangements as appropriate for the Administrative Assistant and the Chief of Staff. In executing these authorities, the Director, P&ES-W and the Director, EEO will be responsible to the Administrative Assistant and responsive to the Chief of Staff.

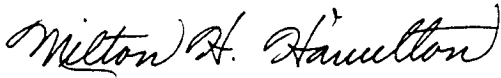
c. Each element head with FOAs (or segments thereof) located outside of the NCR is delegated the authority and responsibility for civilian personnel actions and programs and equal employment opportunity with respect to civilian personnel at those locations. This authority may be further delegated to the heads of such FOAs. In most cases, cross-servicing arrangements should be established to designate appropriate officials to provide civilian personnel and equal employment opportunity services.

(SAAA)

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:

A handwritten signature in cursive script, reading "Milton H. Hamilton". The signature is written in dark ink and is positioned above the typed name and title.

MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

Distribution:
Headquarters, Department of the Army agencies